




Office of the City Manager

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Memo

To: Members of Dublin City Council
From: Marsha I. Grigsby, City Manager 
Date: April 24, 2014
Initiated By: Tim Wagner, Director of Human Resources
Re: Ordinance 24-14 – Amendments to the City's Compensation Plan

Summary

Ordinance 24-14 provides for the following amendments to the City's compensation plan:

1. Creates a new position, Facility Systems Specialist, which will be responsible for the overall maintenance of the City's CNG station and HVAC systems. Additional background information related to the need for this new position are outlined below.
2. Moves the Events Coordinator position from pay grade 5.3 to 5.2 and from non-exempt to exempt. This position, previously part-time, was approved as a full-time position in the 2014 operating budget. Following a staff analysis of the position, it was determined that this adjustment appropriately places the position within the correct pay grade. Additionally, job duties were reviewed to ensure compliance with the Fair Labor Standards Act (FLSA). This review determined that the nature of the duties for this position places it in an exempt status under the FLSA.

Facility Systems Specialist

The need for a CNG and HVAC-focused specialist position has been discussed over the last year by City staff and was planned to be proposed for the 2015 operating budget. Staff became aware recently that the individual who would likely be the preferred candidate for this position, Roy Dotson, is being recruited by another entity for a similar position. This recruitment effort has prompted an accelerated request to City Council to consider the addition of this position.

With the establishment of the City's CNG station and the increasing demand, both by the City and private users, a critical need to properly maintain the system has increased. Downtime of the station results not only in downtime for City of Dublin operations, but also for numerous private entities. Extensive training has been provided to three Facilities Management employees since the installation of the CNG station and a significant portion of the routine preventive maintenance and emergency response repairs have been handled in-house. In situations where contractors have been called in, our trained staff has been able to oversee their work as well.

The proposed Facility Systems Specialist would be responsible for the overall maintenance of the City's CNG station as well as the City's HVAC systems. The position would have one or two direct

reports (existing maintenance workers) and would also lead other maintenance workers, as needed, based on the project. A review by the Division of Human Resources places this position in the 4.3 pay band, which has a salary range of \$48,800 – \$71,600.

It is important to note that this is not a request for an additional position. Should Council approve Ordinance 24-14, and Roy Dotson accept the position, his existing Maintenance Worker position would be eliminated as part of the 2015 operating budget process.

Recommendation

Staff recommends that Ordinance 24-14 be adopted at the second reading/public hearing on May 5, 2014. Staff further recommends that Council approve a motion waiving Section 6.06(a) of the Revised Charter, allowing for the appointment of Roy Dotson to the position of Facility Systems Specialist.

RECORD OF ORDINANCES

Dayton Legal Blank, Inc.

Form No. 30043

Ordinance No. **24-14**

Passed _____, 20____

AN ORDINANCE AMENDING SECTION 2 (WAGE & SALARY STRUCTURE/ADMINISTRATION), PARAGRAPH (A) OF ORDINANCE NO. 73-06 ("COMPENSATION PLAN FOR NON-UNION PERSONNEL") FOR THE PURPOSE OF INCORPORATING CERTAIN JOB CLASSIFICATIONS AND CORRESPONDING PAY GRADES AS ADDRESSED IN THE 2014 OPERATING BUDGET.

WHEREAS, Council has determined, upon the recommendation of the City Manager, that certain sections of the Compensation Plan for non-union personnel should be amended; and

WHEREAS, Council has determined that these amendments are necessary for the administrative and operational effectiveness of the City of Dublin.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Dublin, State of Ohio, _____ of the elected members concurring, that:

Section 1. Section 2 (Wage & Salary Structure/Administration), paragraph (A) of Ordinance No. 73-06 be amended by incorporating the following new job classification titles and corresponding pay grades and by deleting the following job classification titles and corresponding pay grades under the following functional category:

Events Administration

Classification	Pay Grade
Events Assistant	5.3
Events Coordinator	5.3 5.2
Events Administrator	4.2
Events Manager	3.3

Service/Maintenance/Utilities/Facilities

Classification	Pay Grade
Crew Supervisor	5.1
Facilities Systems Specialist	4.3
Operations Administrator	4.2
Fleet Administrator	4.2
Director of Streets & Utilities	3.2
Facilities Manager	3.3
Fleet Manager	3.3

Section 2. Section 2 (Wage & Salary Structure/Administration), paragraph (A) of Ordinance No. 73-06 be amended to add and delete job classifications as indicated in both the Exempt and Non-Exempt Job Classifications in accordance with the Fair Labor Standards Act. (FLSA).

EXEMPT AND NON-EXEMPT JOB CLASSIFICATIONS

In accordance with the governing provisions of the Fair Labor Standards Act (F.L.S.A.), the following job classifications have been designated as **Exempt** under one of the following exemption categories, and the employees serving in these classifications do not receive overtime compensation or formal compensatory time:

RECORD OF ORDINANCES

Dayton Legal Blank, Inc.

Form No. 30043

24-14

Page 2 of 3

Ordinance No. _____

Passed _____

, 20____

Executive	Administrative
City Manager Assistant City Manager Chief of Police Director of Development Director of Econ. Dev. Director of Finance Deputy Director of Finance Director of Public Service Director of Administrative Services Director of Building Standards Director of Community Relations Director of Engineering Director of Human Resources Director of Information Technology Director of Land Use/ & Long Range Planning Director of Parks and Open Space Director of Recreation Services Director of Streets & Utilities Director of Taxation	Accreditation Manager Accountant Benefits Administrator Budget Manager Chief Accountant City Forester City Horticulturist Civilian Bureau Commander Code Enforcement Supervisor Community Justice Officer Court Administrator Economic Development Administrator Economic Development Manager Emergency Mgt. Coord./Law Enf. Planner Engineering Manager Events Administrator Events Coordinator Events Manager Facilities Manager Financial Analyst Fleet Administrator Fleet Manager GIS Administrator Human Resource Manager Human Resource Specialist Human Resource Coordinator Landscape Architect Management Assistant Membership Services Supervisor Nature Education Coordinator Network Operations Manager Network Administrator Operations Administrator Parks Administrator Parks Operations Specialist Payroll Specialist Planner I Planner II Planning Manager Police Lieutenant Public Information Officer Public Affairs Officer Recreation Operations Supervisor Recreation Program Coordinator Recreation Program Supervisor Recreation Services Administrator Safety Administrator/Risk Manager Senior Planner Senior Project Manager Senior Public Information Officer Support Services Administrator Talent Development Manager Theater Supervisor Volunteer Administrator Website Editor Website Specialist
Recreational	Professional & Computer-Related
Seasonal Recreation Staff	Civil Engineer I Civil Engineer II Commercial Plans Examiner Information Technology Project Leader Network Administrator Network Operations Manager Senior Civil Engineer Software Application Specialist Support Services Administrator

RECORD OF ORDINANCES

Dayton Legal Blank, Inc.

Form No. 30043

24-14

Page 3 of 3

Ordinance No. _____

Passed _____

, 20____

In accordance with the governing provisions of the Fair Labor Standards Act (F.L.S.A.), the following job classifications have been designated as **Non-Exempt** and the employees serving in these classifications are entitled to overtime compensation or formal compensatory time:

Accounting Assistant	Engineering Project Inspector
Accounting Specialist	Events Assistant
Administrative Assistant	Events Coordinator
Administrative Specialist	Executive Assistant
Assistant Forester	Facilities Systems Specialist
Assistant Horticulturist	GIS Analyst
Building Inspector	Human Resource Assistant
Code Enforcement Officer	IT Analyst
Communications Supervisor	Landscape Inspector
Contract Specialist	Office Assistant I
Public Art Conservation/Contract Specialist	Office Assistant II
Court Clerk	Property Room Technician
Crew Supervisor	Procurement Assistant
Deputy Clerk of Council	Recreation Operations Specialist
Development Review Specialist I	Residential Plans Examiner
Development Specialist II	Review Services Analyst
Electrical Inspector	Risk Management Assistant
Electrical Worker	Senior Building Inspector
Engineering Assistant	Senior IT Analyst
Engineering Project Coordinator	Senior GIS Analyst
	Staff Assistant
	Theater Technician

Section 3. This Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed this _____ day of _____, 2014.

Mayor – Presiding Officer

ATTEST:

Clerk of Council